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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Liaison Section

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DATE: 2 January 1948

FROM : 

SUBJECT: Background Information regarding Persons Being Checked in the Files of the Federal Bureau of Investigation and Intelligence Division of the War Department.

In accordance with your request, inquiry was made at the Federal Bureau of Investigation and Intelligence Division, War Department, concerning what background information regarding our Subjects would be best to enable them to make the most thorough search of their files.

A representative of the Intelligence Division, War Department, advised that since their files were composed primarily of Military Personnel, information regarding the period of Military Service and the Army Serial Number would prove very helpful in the event that our Subjects had had Military Service. Also, Subject's full name, including the middle name rather than the initial, together with date and place of birth, should also be provided, when possible. This representative stated further that it would prove very helpful if we could indicate the race of each Subject, if providing this information was not objectionable to the CIA. In closing he stated that obviously any additional information regarding our Subjects would make positive identification much easier.

A representative of the FBI was also asked what information would be most valuable to that Agency and he advised that the best check of their files could be made if we provided Subject's full name with all Aliases, his address, his date and place of birth, his educational background, and his present and previous employments. This representative also stated that, in view of the tremendous number of names contained in their files, it would be of much assistance in identifying our Subjects if we were able to provide some family background.

DOC <u>5</u>	REV DATE <u>07/05/80</u>	BY <u>018915</u>
ORIG COMP	OPI <u>31</u>	TYPE <u>ev</u>
ORIG CLASS <u>C</u>	PAGES <u>1</u>	REV CLASS <u>4</u>
JUST	NEXT REV	AUTH: HR 70-2

25X1A